Amount Received from Petty Cash Fund: Amount to Expenses: Note: Amount cannot exceed \$50.00 without approval of the Director of Accounting  Description of Petty Cash Items:  Coding of Expenses: INDEX ACCOUNT FUND ORG PROG AMOUNT  Employee/Recipient Signature: Department Head/Approval: Cashier Signature: Department Head/Approval: Date: Description of Petty Cash Items:	SWEET BRIAR COLLEGE Business Office Petty Cash Reimbursement Form							
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